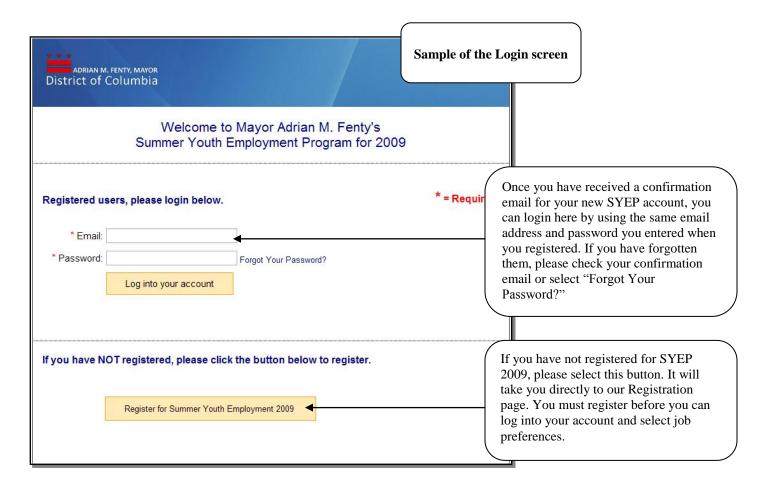
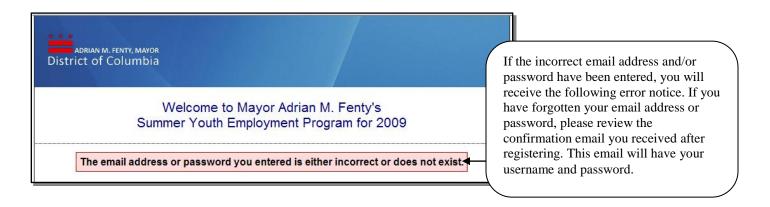
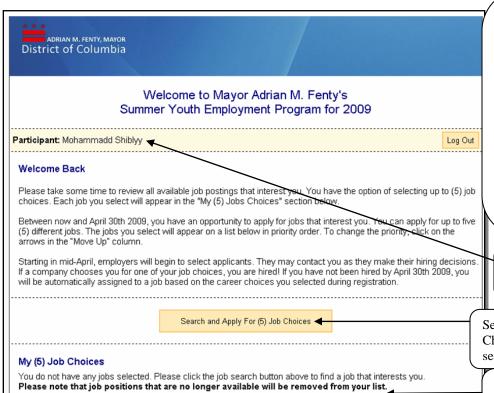
Step 1: Login





Your "Home Page"



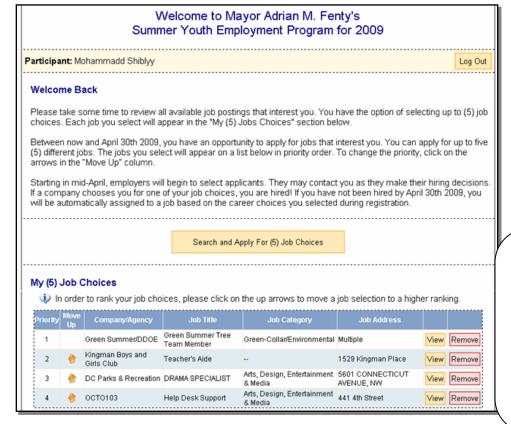
After you have successfully logged into your account, the screen shown on the left will appear. This is your Home Page. The top half of the screen provides greetings and navigation, the lower half allows you to search for a job by selecting the "Search and Apply for (5) Job Choices" button. The final part will show up to five job preferences you have entered.

You will be able to see your job choices on the bottom of the page. If you have not selected any, it will be

The Home Page will display your name.

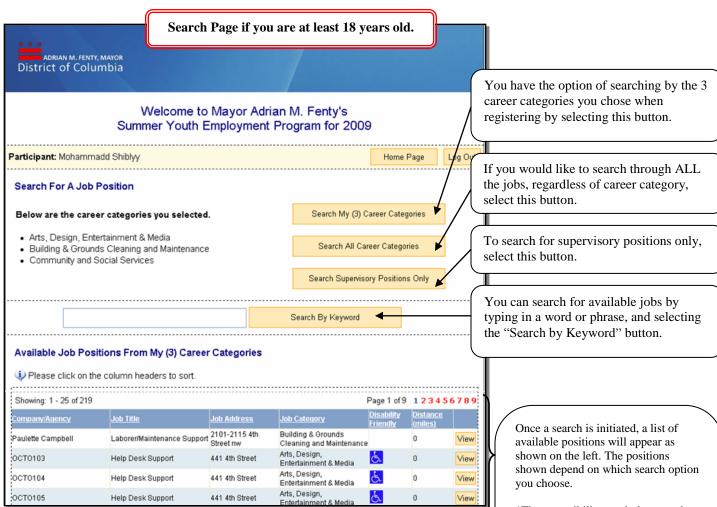
Select "Search and Apply for (5) Job Choices" to begin your summer job search.

If you have already selected job preferences, they will appear below "My (5) Job Choices." Otherwise, this area of the screen will be blank.



If you have already selected job preferences, your screen will look similar to the one on the left. Please note that your job preferences are ranked starting with the one of most interest to you.

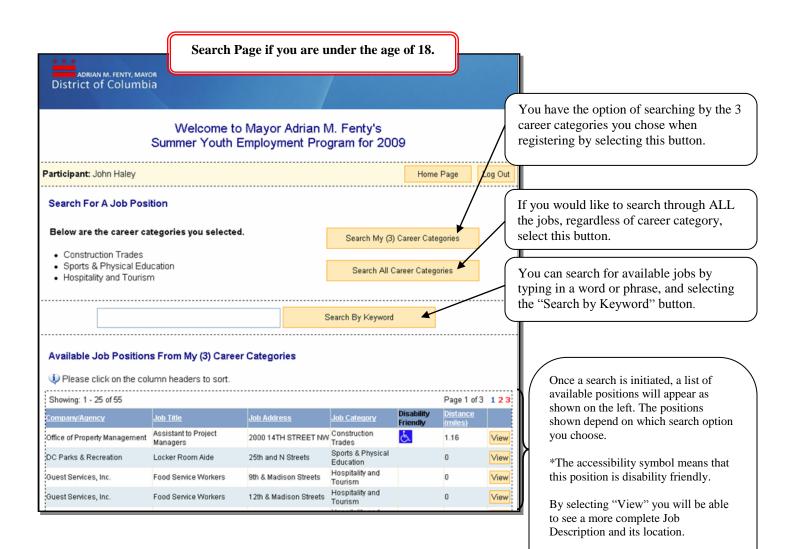
Up to 5 preferences may be entered. Any job positions that are no longer available will be removed from your list.



*The accessibility symbol means that this position is disability friendly.

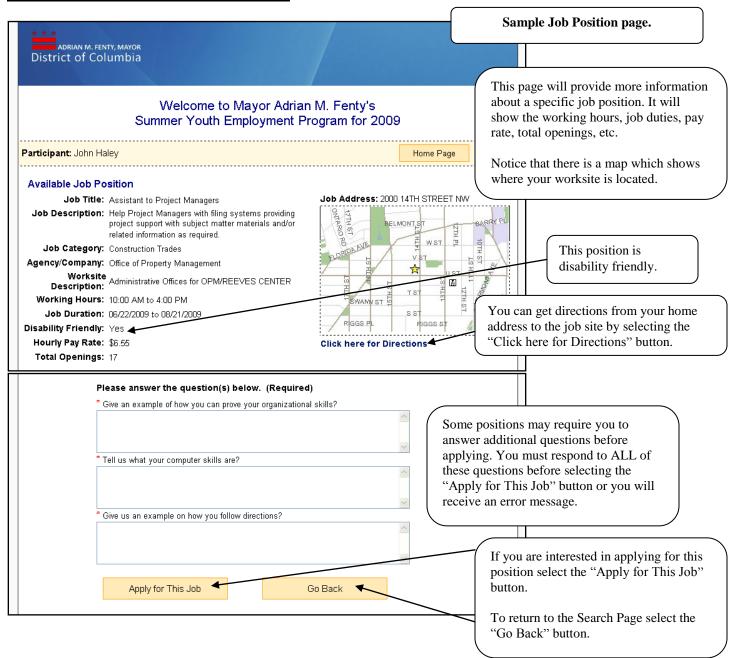
By selecting "View" you will be able to see a more complete Job Description and its location.

To sort, click on the column header.



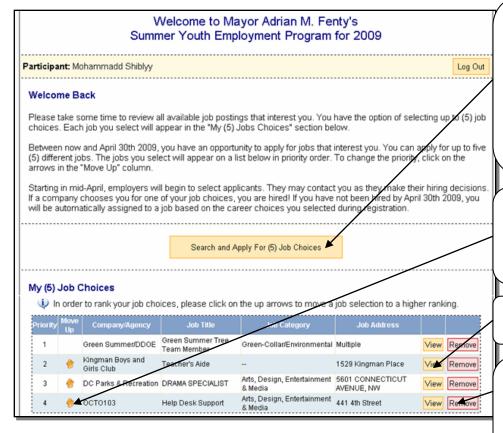
To sort, click on the column header.

Step 3: Review Job Descriptions & Apply



Please note that once you select "Apply for This Job," the job will automatically be added to your "My (5) Job Choices List."

Step 4: Review Your Job Choices List



ADRIAN M. FENTY, MAYOR District of Columbia Welcome to Mayor Adrian M. Fenty's Summer Youth Employment Program for 2009 Log Out Participant: John Halev Please take some time to review all available job postings that interest you. You have the ption of selecting up to (5) job choices. Each job you select will appear in the "My (5) Jobs Choices" section below Between now and April 30th 2009, you have an opportunity to apply for jobs that interest you. You can apply for up to five (5) different jobs. The jobs you select will appear on a list below in priority order. To change the priority, click on the arrows in the "Move Up" column. Starting in mid-April, employers will begin to select applicants. They may contact you as they make their hiring decisions. If a company chooses you for one of your job choices, you are bired! If you have not been hired by April 30th 2009, you will be automatically assigned to a jot Microsoft Internet Explorer g registration Are you sure you want to remove this job choice? My (5) Job Choices 🔱 In order to rank your job choices, please click on the up arrows to move a job selection to a higher ranking. Assistant to Project 2000 14TH Office of Property Management View Remove Construction Trades STREET NW 25th and N DC Parks & Recreation Sports & Physical Education

After you apply for a job position, you will be taken back to the Home Page which will display your current job preferences. Select the "Search and Apply for (5) Job Choices" button to continue searching through available jobs.

Remember, you may only select up to 5 jobs.

To change the Priority or ranking of a job preference, select the yellow up arrow. A job will move up one priority level each time you select it. Priority 1 indicates the job you are <u>most</u> interested in.

To view a complete Job Description, select the "View" button.

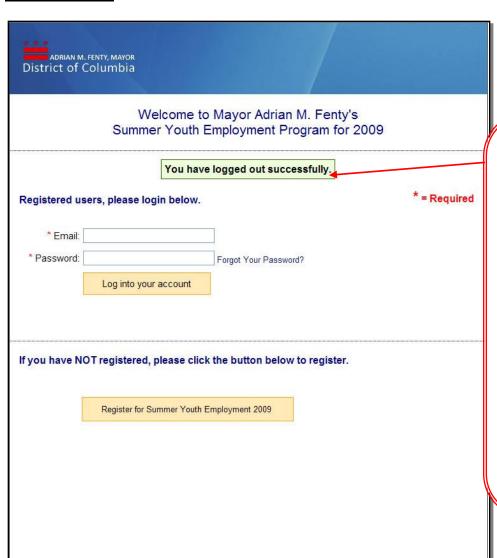
To remove a job preference from your list, select the "Remove" button.

Note: If you have already selected 5 jobs, and then find a 6th job you would prefer more, you must first "Remove" one of your selections.

After you select the "Remove" button to eliminate a job from your list, a confirmation message will appear. If you are sure you want to remove this job choice, select the "OK" button; otherwise select the "Cancel" button.

Once you are finished selecting your job preferences, select the "Log Out" button in the top right corner.

Step 5: Log Out



Once you select the "Log Out" button, a notification message will appear indicating that you have logged out successfully.

REMEMBER:

- Jobs that are no longer available will automatically be removed from your list.
- You may always come back to change your job selections, as long as you have not received notification that an employer has selected you for a particular job.
- You will periodically receive email notifications announcing new jobs that have been posted.
- You will be notified by email once an employer has selected you for a job.